

**Hurricane Preparation Check List –**

**EES—Building 59**

**YEAR-ROUND READINESS**

1. Building Manager and/or Safety Warden monitors weather radio; alerts personnel of any watches or warnings. The nearest weather alert radio is located in Building 59; on top of the refrigerator (please note antenna orientation of the radio is critical to reception).
2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.
3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to EES Emergency Manager.

**HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)**

*Duration of Hurricane Season (June 1 – Oct. 30)*

1. Review/update Severe Weather Check List. Send mark-up to JLab Emergency Manager for web-page posting.
2. Update Essential Personnel Lists. Send copy to EES Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
  - a) Rolls of sheet plastic -3 (one 20' x 100', two 10' x 100')
  - b) Flashlights - 6 (Four lantern type, two regular)
  - c) Spare batteries - 1 box of each type, replaced each June
  - d) Duct tape - 5 rolls
  - e) Rain jackets and gear - 3 sets

Building 59's Severe Weather supplies are located just to the right of the front door, as you enter the building (next to the A.E.D. station).

3. **Report completion of preparations to EES Emergency Manager.**

## HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. When notified that we enter this condition meet with the appropriate specified personnel. Safety warden to communicate with the right people.
2. Turn off non-essential equipment as appropriate (except the weather alert radio and refrigerator).
3. Plan to evacuate high value items and instruments to the Test Lab (building 58), in areas such as room 121, and leave equipment on doubly-elevated pallets or carts. Cover with plastic. If raining, cover with tarps when moving outdoors. Computers and monitor relocation to be decided on depending on space availability.
4. Remove motorcycle kick stands and other outside objects that could become projectiles.
5. Verify equipment carts wheels are inflated and / or pallets are available.
6. Verify emergency light and flashlights are functional.
7. Area Safety Warden inspects area to ensure action is completed
8. **Report completion of preparations to EES Emergency Manager.**

## PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Evacuate high value items and instruments to the test lab area such as room 121 and leave equipment on doubly elevated pallets or carts. Cover with plastic. If raining cover with plastic when moving outdoors. Computers, monitors, and other items evacuated and stored with high value items.
2. Bag software and store with computers.
3. Turn off all equipment and unplug from the wall including work benches. Leave refrigerator and alert radio on, plugged in, and turned on.
4. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
5. **Report completion of preparations to EES Emergency Manager.**

## DOWNGRADING READINESS CONDITIONS

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
2. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
3. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the JLab Emergency Manager.

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Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

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For questions regarding Emergency Management, contact [John Kelly](#).